Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

August 8, 2017

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 5:30pm noting that a quorum was present.

II. ROLL CALL

a. Gordon Propst, appointed by Calcasieu Parish

b. Corlissa Hoffos, appointed by Governor Jindal

c. Betty Cunningham, appointed by Beauregard Parish

d. Scott Morgan, appointed by Allen Parish

e. Diana Hamilton, appointed by Governor Edwards

f. Angela Jouett, appointed by Cameron Parish

Absent: Aaron LeBoeuf, appointed by Governor Jindal

 Christina Mehal, appointed by Jefferson Davis

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul Duguid, Chief Financial Officer

c. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

Gordon Propst announced no guest were present.

IV. APPROVAL OF MINUTES

Board members received July minutes prior to the meeting. Gordon Propst entertained a motion to approve July minutes. Angela Jouett motioned and Betty Cunningham seconded. Minutes were unanimously approved.

V. APPROVAL OF AGENDA

Tanya McGee made a request to add new psychiatrist to the agenda under New Business. Gordon Propst entertained a motion to approve the agenda with the addition. Betty Cunningham motioned and Scott Morgan seconded. Agenda unanimously approved.

VI. Board Monitoring

1. Board meeting schedule

Gordon Propst reminded the board that in the July meeting it was discussed that the Board has the right to determine the day and time of the board meetings. The meetings are currently the 2nd Tuesday of the month at 5:30pm. Gordon Propst stated that he does not have any preference as he is available anytime. Gordon stated evening meetings tend to have less guest and during the daytime we would have more visitors. Each board member shared what days/times they would be available to be present for the meetings.

Tanya McGee stated she talked with other districts and the majority meeting during the day as they are able to get more stake holders, providers and contractors to attend the meetings. They also reported more attendance from staff. Some of the districts meeting during the lunch hour and lunch is provided. Tanya stated ImCal advisory council also meetings quarterly during the lunch hour. After some discussion it was decided that members would be available the first Thursday of the month at noon. Nikki James will contact Aaron LeBoeuf to check his availability and inform the Board. Gordon Propst entertained a motion to move regular monthly Board meetings to the first Thursday of the month at noon unless Aaron is unable to attend. Angela Jouett motioned and Betty Cunningham seconded. This change will be effective September 2017.

1. Jefferson Davis appointment

Tanya McGee stated ImCal submitted the letter requesting a replacement for Christina’s seat and gave specifics on the composition needed for this position. Nikki James was advised that the president has been out the past few weeks working his harvest. Nikki James was told to follow up in a week. Tanya stated with the changes from Act 73 that Christina can agree to stay on until a replacement is found or the seat can be deemed as vacant and the quorum would change and the position would be filled as soon as possible. Tanya McGee will talk with Christina to see what her preference is. Tanya reminded the Board we are looking for someone whose worked with Mental Health or Addiction individuals.

VII. EXECUTIVE DIRECTOR REPORT

 a. Ends Focus of Grants or Contracts

Tanya McGee reviewed the FY 17/18 contracts highlighting the new and amended contracts:

* Education and Treatment Council (ETC) -$81,000 which has significantly changed from last year’s contract for over $200,000. The reduction is due to Nurturing Parenting program and the Functional Family Therapy (FFT)programs being cancelled. The Nurturing Parenting program brought low numbers and was very under-utilized. FFT referrals are received mostly from OJJS to work with families in the home and OJJS is able to pay for the services. ImCal did retain with ETC the contract for Child & Adolescent Response Team (CART)crisis hotline.
* Hayes Consulting-APRN Services- $630,575 received a slight increase due to an increase in number APRN hours.
* Genoa Telepsych was a contract from last year for $288,600 that went unexpended so we cancelled the contract.
* John Digiglia, MD is a new $9,600 contract to serve as the collaborative physician for Melissa Comeaux our APRN for the ImHealthy program. These funds are grant funded.
* McNeese is a new $30,000 contract for the ImHealthy program to develop and provide statistical analysis and data collection for the program.
* Melissa Comeaux, APRN- $72,072 received a slight increase as ImCal as added a day per month of clinical time based on client demand.
* Pathways/Briscoe- $889,395.50 is a significant reduction from last years $1,238,080. This reduction is due to Medicaid Expansion so there is a reduction in the number of indigent clients. ImCal funds 10 indigent beds.
* Sharon Pugh, - $50,000 is a reduction from last years $112,500. This reduction is due to Dr. Pugh reducing her days from 2 to 1 day per week. She will provide psychiatric services in Allen.
* Tranquility Counseling is a new $66,560 contract for on-site counseling services by Egan Jones, LCSW in Allen and Beauregard.
* Volunteers of America (VOA)- $68,862.50 is the new entity for this contract that was previously held by Coalition Services Inc. (CSI) to provide case management services for the Mental Health Court. CSI did not have the capability to bill Medicaid for the services as VOA already bills for these services.

Most of the LCS contracts stayed the same with the exception of Victoria Swanson who has $1000 increase due to an increase in her rate. Tanya noted a reduction of approximately $750,000 in contract total for FY17-18. This reduction is dur to cancelation of Genoa contract and significant reductions to ETC and Pathways. Paul Duguid stated there is a budgetary impact for ImCal for the LCS-DD contracts which are CARC, Families Helping Families, Preferred Living and Victoria Swanson. For LCS funds there is a federal draw down and the state match. ImCal pays the match for the DD side which is approximately 52-53% out of the budget.

 b. Financial Condition & Activities

Paul Duguid provided the board with the monthly funds and expenditure analysis summary report for FY16-17. Paul noted that there are a few expenditures are not captured yet as the close out procedure is not completed. ImCal’s full appropriated budget was $8,119,197 prior to budget cuts in September, January, March and May which totaled $804,975. We exceeded our appropriated self-generated revenue for fiscal year 17 by $256,042. ImCal’s total self-generated revenue was $1,347,379 which is largely due to Medicaid Expansion. The overage amount will be put into an escrow account. Our total operating revenue was $9,688,000.

Paul stated our IAT budget was $2,192,275 and we drew down $1,060,106. Fiscal continues to work to draw down more of the IAT funds, which include MHBG, SAPT, gambling and tobacco statutory dedicated dollars. Paul is continuing to monitor how the IAT dollars are being coded. Tanya reminded the Board that IAT dollars can only be spent on certain things and we only receive the money after we spend it. Paul reported our total expenditures for personnel services that includes, salaries, other comp and related benefits was $5,068,805. Paul did an overview of our expenses that includes travel, operating expenses, means of financing, supplies and professional services. Total expenditures for the year was $8,258,338.

 c. Annual Public Forum- date?

Tanya reminded the Board that every year ImCal host a public forum to get feedback from the community and stakeholders. The public forum also allows us to make the community aware of the services we provide. Historically the forum has been scheduled on days/times that hindered a lot of board participation. Tanya asked for feedback from the Board on a better day/time to have the forum so they would be able to attend. Tanya stated our Community Services Director suggested having the forum on the same day as the board meeting. Gordon reminded Tanya that the DD provider meeting is also scheduled for September 7th. Tanya will notify the Board once a date/time as been scheduled.

VIII. NEW BUSINESS

Tanya informed the Board that we are in negotiations with a psychiatrist

named Dr. Mungara to provide tele psych services for 32 hours per week. Dr. Mungara is already licensed in Louisiana and is tentatively scheduled to begin working at the end of this month. Tanya stated we are waiting to receive the signed contract.

Corlissa Hoffoss asked how things were going with the move to Capital One Tower. Tanya reported ImCal has given our official notice to the landlord and everything is on schedule to move on December 1, 2017. Tanya stated ImCal is working on culling through records, files and offices.

IX. NEXT MEETING—**Thursday, Sept 7, 2017 at noon**

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Betty Cunningham motioned and Scott Morgan seconded. Meeting adjourned at 7:06pm.